

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Law Enforcement Academy Training Coordinator

Definition

Under general supervision, develops curricula and coordinates all training programs at the Law Enforcement Academy; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Researches, plans, organizes, and develops the curriculum for training programs offered at the academy.

Prepares course outlines for use at the academy and approved regional training centers throughout the state.

Coordinates training programs at the academy and regional training facilities; arranges for guest speakers and audio-visual aides and equipment.

Keeps abreast of law enforcement training programs offered throughout the United States; maintains and analyzes material from other states' law enforcement training courses.

Evaluates training courses for knowledge and skills required by the participants through examinations and the review and analysis of other data.

Instructs in training sessions at the academy or at approved regional facilities.

Assists in the production of training videos; prepares manuals and handbooks for law enforcement agencies and reviews and recommends training books and visual aides to be used at the academy and approved regional facilities.

Competencies Required

Knowledge:

- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.

Skills:

- Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Instructing – Teaching others how to do something.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university, and experience equal to seven years of full-time work in a law enforcement agency with major supervisory, administrative, or training duties and responsibilities.
- 2) A combination of a total of eleven years of education and full-time experience (as described in number one), where thirty semester hours of accredited graduate college or university course

work in law enforcement, police science, administration, education, social science, or behavioral science equals one year of full-time experience.

Effective date: 10/15 SA